

WITS 2021 Freight Shipping Pick-up Information Sheet

WITS is not a freight-forwarder, we just need the following information to be sure your items are on the correct truck.

Booth Number	Company Name of Booth		
Name of company - if different than the booth (vendor)		Who is responsible for making the shipping arrangements Name and phone #	

This sheet must be filled out and a copy delivered to the WITS office at Century II or Exhibitor Services booth 74 by 4:00 pm Thursday (Oct. 28th).

If you have crates, boxes, cases or pallets to be picked up by any freight company, for example: YRC, Fed Ex, DHL, UPS, AB Freight, Land/Air, Mayflower, Old Dominion, R&L Freight, XPO, please adhere to the following requirements.

1. The Exhibitor must make the arrangements for the freight company to pick up your shipment.
2. We prefer you schedule the freight pickup of your shipment for **Friday Oct 29 between 7:30 am and 5:00 pm** at the West Dock at Century II, 225 W. Douglas, Wichita, Kansas. If you have questions contact Don Lenhart at 316-573-7690 or WITS office 316-942-2401
3. Each crate, box, case, pallet etc. MUST have a label with your **booth #**, company name, name of freight company, and the address where it is to be delivered. Mark each item. If you have 4 crates, mark them 1 of 4, 2 of 4 etc. Shipping Documents must be with the freight.
4. Take a picture of each crate, box, pallet for your records.
5. Provide a copy of your Bill of Lading or Shipping Documents on the crates and to the WITS office. (WITS office has a copy machine)

South Door and West Dock will be open

Thur Oct 28	4:00 pm - 9:00 pm	Volunteer driven forklifts available
Fri Oct 29	7:30 am - 5:00 pm	Volunteer driven forklifts available
Sat Oct 30	7:30 am - 11:00 am	Volunteer driven forklifts available

As a courtesy, WITS volunteer forklift drivers and dock hands will take your shipment of crates, boxes, pallets and cases from your booth and move it to the West dock for pick up by a freight company. The following information is required.

Item #	Item being shipped (check one for each item)					Freight Company(s)	For FedEx, UPS (Check one)		Pick up time on Friday if known
	Box	Cases	Crate	Pallet	Other		Freight	Ground	

Whom to call on Friday, Oct 29th or Saturday morning, Oct 30th if your shipment has not been picked up or we have questions
Name and cell phone #

Note the WITS website has shipping information <https://www.witshow.org/exhibitor-resources/shipping-receiving-storage>

Information below to be filled out by WITS Show volunteer

Booth #	Company	Staged Area	Pick-up time Driver	WITS Volunteer Initials
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Add addition information of the back if needed.